

Contacts:  
Technical Assistance Center (TAC):  
Phone 888-245-4860  
**or**  
Sara Shelton:  
Sara\_B.\_Shelton@hud.gov

Real Estate Assessment Center  
1280 Maryland Avenue, SW  
Washington, D.C. 20024

## Physical Inspection Operations (PI-Ops)

# Special Bulletin # 11

Health and Safety violations are a priority when conducting inspections.

**Inspectors must accurately record all Health and Safety deficiencies observed during an inspection.**

Health and safety violations pose a great threat to HUD's goal of providing safe and sanitary housing. As a result, REAC seeks to provide immediate notification to property representatives so that they may take corrective action quickly. The DCD provides comment space for *all* buildings, even if they are "not in sample." The comment space allows you to record life-threatening defects observed in buildings that are not inspected, but where you may still encounter a health and safety defect. Please follow these steps for reporting a health and safety deficiency for an uninspected building:

- In the DCD, go to the "Building Information" tab for the appropriate building.
- Choose the option to "Edit the Building."
- Record the health and safety deficiencies in the "Comment" field for the building.
- Select "Save" at the bottom of the page to save the comment.

While health and safety deficiencies recorded in uninspected buildings are not included on the health and safety report generated at the close of the inspection, you should add the defects to the report before providing it to the property representative.

To see previous Special Bulletins, visit the REAC web site at:

[http://www.hud.gov/reac/pass/pass\\_bulletins.html](http://www.hud.gov/reac/pass/pass_bulletins.html)